



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 3440.1A
N12
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NAVRESINFOSYSOFF INSTRUCTION 3440.1A

Subj: NAVAL RESERVE INFORMATION SYSTEMS OFFICE (NAVRESINFOSYSOFF) DISASTER
PREPAREDNESS PLAN (DPP)

Ref: (a) NAVSUPACTNRLNSINST 3440.5B
(b) COMNAVRESFORINST 3440.1D

1. Purpose. To issue policy, actions, and procedures required of NAVRESINFOSYSOFF to accomplish those measures which must be taken before, during, and after emergency situations, to reduce the probability of damage, minimize its effects, and initiate recovery within NAVRESINFOSYSOFF.

2. Cancellation. NAVRESINFOSYSOFFINST 3440.1

3. Background

a. The forces of nature, catastrophic accidents, domestic emergencies, or enemy attacks could precipitate a disaster with the potential for great loss of life, injury, or property damage. Disaster preparedness planning provides the organization or procedures for collective assistance among local naval commands/activities.

b. The New Orleans area is subject to a wide range of natural disasters including hurricanes, tornadoes, severe thunderstorms, floods, and freezes. However, the most likely natural disaster that will hinder NAVRESINFOSYSOFF in performing its essential mission is the tropical hurricane and its associated conditions of flooding, high winds, and tornadoes.

4. Condition of Readiness (COR) Information

a. Hurricane conditions of readiness (Tropical Cyclone, Subtropical, or Extra-Tropical Wind Storms).

(1) Condition 5. The normal hurricane season condition for the 6 month period from 1 June to 30 November. This condition serves as a reminder that the hurricane season is in effect and that hurricane bills and emergency procedures will be reviewed and updated.

(2) Condition 4. The trend indicates a possible threat of destructive winds of force within 72 hours. Review hazardous and destructive weather implementation plans, as established by local regulations.

(3) Condition 3. Destructive winds of force are anticipated within 48 hours. Take preliminary precautions.

(4) Condition 2. Destructive winds of force are anticipated within 24 hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

(5) Condition 1. Destructive winds of force are occurring or anticipated within 12 hours. Take final precautions as prescribed.

Note: Hurricane COR's are further broken down into two general classifications, "A" or "B," based on the intensity of the approaching storm. Thus a "COR X A" is used for major hurricanes (category 4 or 5) and "COR X B" is used for less

severe hurricanes and tropical storms. The prescribed precautionary actions differ accordingly.

b. Thunderstorm or Tornado CORs

(1) Condition 2. Destructive winds accompanying the phenomena indicated are expected in the general area within 6 hours. Associated lightning, thunder, torrential rain, hail, severe downburst, and sudden wind shifts are possible. Take precautions that will permit establishment of an appropriate state of readiness on short notice.

(2) Condition 1. Destructive winds accompanying the phenomena indicated are imminent or are occurring. Associated lightning, thunder, torrential rains, hail, severe downburst, and sudden wind shifts are possible. Take immediate safety precautions and shelter.

5. Responsibility. References (a), (b), and this instruction provide the basic DPP to ensure adequate coordination, planning, and training to cope with disasters which threaten NAVRESINFOSYSOFF resources. This instruction will deal primarily with destructive weather situations. For other disaster situations, the Command Disaster Preparedness Coordinator (CDPC) will coordinate with Naval Support Activity (NAVSUPPACT) as described in reference (a).

6. Duties

a. Director

(1) Assist COMNAVRESFOR in determining their minimum Automated Data Processing (ADP) requirements to perform their essential missions.

(2) Direct command actions to ensure establishment of the maximum amount of readiness on short notice.

(3) Order the closing of NAVRESINFOSYSOFF based upon the forecasted track and characteristics of each storm and information received from the CDPC regarding the COR required for the storm.

(4) Upon notification from the CDPC, order the evacuation of NAVRESINFOSYSOFF.

NOTE: The decision to evacuate is distinctly separate from whatever COR is ordered or currently in effect. The setting of a particular COR DOES NOT automatically mandate an order to evacuate. Each hurricane will be assessed individually and a separate decision regarding evacuation will be issued.

b. NAVRESINFOSYSOFF Department and Division Directors

(1) Maintain Recall Roster for department and provide any changes to the NAVRESINFOSYSOFF CDPC.

(2) Ensure all personnel assigned attend hurricane training which is conducted at the beginning of the hurricane season.

(3) Upon setting of CORs, take all necessary actions to prevent personal injury and damage to government property during forecasted weather.

(4) Identify essential mission functions, personnel, and records required to support essential mission functions.

(5) Execute specific responsibilities as assigned below.

(6) Participate in exercises to test this plan.

c. NAVRESINFOSYSOFF CDPC

(1) Advise and assist the Director in all matters related to disaster preparedness/hurricane/tropical storm preparedness.

(2) Coordinate with the NAVSUPPACT Disaster Preparedness Officer and Command Duty Officer on all matters regarding exercises or actual COR conditions.

(3) Track hurricane/tropical storm movement within the Gulf Coast region and keep the Director advised of its position, intensity, and forecasted track.

(4) Ensure that the command receives command wide training prior to the beginning of hurricane season.

(5) Annually review with the department directors, this instruction which describes measures to be taken during each COR.

(6) Report to the command as soon as possible after hurricane to work recovery operations.

(7) At the direction of the Director, begin steps to commence recovery actions to return NAVRESINFOSYSOFF to essential functions as soon as possible.

d. NAVRESINFOSYSOFF Administrative Division Director

(1) Administer and coordinate the Government Charge Card Program for NAVRESINFOSYSOFF military personnel for the purposes of emergency evacuation.

(2) Ensure that each military member issued a Government Charge Card for evacuation purposes signs the Government Charge Card Usage letter, stating they understand that the card has been issued for evacuation purposes only and is not to be used for anything else at any time. Each member must understand that they are subject to punishment under the United States Code of Military Justice (UCMJ) if they use this card in a manner it was not intended to be used.

e. NAVRESINFOSYSOFF Administrative Temporary Additional Duty (TAD) Coordinator. Provide TAD orders to NAVRESINFOSYSOFF personnel ordered to evacuate to the prearranged data relocation site.

f. NAVRESINFOSYSOFF Command Senior Chief

(1) Coordinate with the CDPC to ensure that all military personnel who require assistance evacuating the area are identified and transportation provided.

(2) Periodically check to ensure that all NAVRESINFOSYSOFF Bachelor Quarters (BQ) residents who require transportation in the event of an evacuation are listed on the NAVSUPPACT evacuation list.

g. NAVRESINFOSYSOFF Facilities Manager

(1) Coordinate with University of New Orleans (UNO)/Property-One representative to ensure the readiness of the emergency generator and its associated equipment and top off fuel tanks as necessary.

(2) Order and maintain necessary disaster preparedness supplies for the command. Supplies should include water, Meals-Ready-To-Eat, rain gear, work gloves, flashlights, and batteries. Ensure that the command stake

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body truck has been serviced and is full of fuel. Park the truck at the UNO Facility in the "Horseshoe" area.

(3) Coordinate the installation of the destructive weather shutters at the Chef Mentuer facility when directed by the CDPC. Shutters will be installed on notification of the first COR 4 of the season, but not later than 1 August, and shall remain in place through 30 November.

h. Contracting Officer Representative

(1) Principle contact for dissemination of disaster preparedness information between the government and its contractors.

(2) Upon notification by the Disaster Preparedness Coordinator, notify their contractor point of contact with the latest COR.

(3) Ensure the contractor is aware of the action to be taken under each COR as listed in this instruction.

7. Action Checklist

a. This checklist is designed to assist you in preparing for a tropical hurricane that could require the evacuation of the NAVRESINFOSYSOFF complex. It is not all inclusive and you should add the items that may apply to your specific area of responsibility.

b. The checklist is broken down into the various hurricane CORs. Some items appear under more than one COR. Keep in mind that a hurricane can develop rapidly in the Gulf of Mexico and provide us with little warning time, i.e., COR 3 or 2 may be the first one issued.

(1) COR 5 (1 June to 30 November)

(a) Prepare essential personnel listing and forward to the CDPC. Essential personnel are those who will remain on site during a storm or are involved with data backup and restoration, that will require them to be on site after an evacuation order has been issued, or must be called back early after a storm, to restore the command's mission.

(b) Brief essential personnel on their duties and responsibilities.

(c) Identify and ensure equipment, records, files, etc., can be rapidly stowed and secured. As necessary, identify inside spaces where valuable equipment/records can be stowed.

(d) Designate and provide to the CDPC a primary and a secondary point of contact for your code/command, for working and non-working hours, to receive destructive weather warnings/notifications.

(2) COR 4 (Destructive winds within 72 hours)

(a) Determine the personnel who are on leave/TAD. Determine whether you need to recall them, if so when?

(b) Brief personnel on recall, evacuation, and possible actions that could be taken as the storm progresses toward the New Orleans area. Have them update, as needed, their emergency planning information sheet.

(c) As directed, dismiss essential personnel to make their personal preparations for the storm.

(d) Commence backup of all ADP data and files. Prepare to download any ADP files that will be needed immediately after the storm passes.

(3) COR 3 (Destructive winds within 48 hours)

(a) Department heads and division heads will instruct their personnel on specific duties required under COR 2.

(b) NAVRESINFOSYSOFF Facility Manager will notify the building leaser of 13000 Chef Menteur Highway that local Navy officials have set COR 3.

(c) As directed, implement liberal leave policy for non-essential personnel.

(d) As directed, dismiss non-essential personnel.

(4) COR 2 (Destructive winds within 24 hours)

(a) Review and complete any actions not completed during COR 3.

(b) As directed, dismiss non-essential personnel.

(c) Take care of last minute problems.

(5) COR 1 (Destructive winds within 12 hours)

(a) Personnel aboard will perform functions as directed by previous instructions from their respective division or department heads. NAVRESINFOSYSOFF Security Manager or delegated representatives will remain on board while essential personnel are still on site.

(b) Official notification of a storm's passing and return to work authorization will come from NAVSUPPACT Disaster Preparedness Officer through the local media, as conditions permit.



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Lists A, B, and C